

## LAY ADMINISTRATORS at the CHURCH OF THE ADVENT

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March 2008, kjg

You have the ministry of feeding the people of God with the Sacramental food of the Blood of Jesus Christ so that they may be nourished for their spiritual journey. You are licensed by the Bishop for this ministry. The following guidelines may help you.

Pray always before you begin for the people who will receive this Sacrament and for yourself.

Come forward to the Altar at the “The gifts of God for the people of God” and stand with the assistants to receive the Sacrament.

When you have received the sacrament take the Chalice (wine) or paten (bread) that is offered to you and go where you are told to administer. We use both standing and rail-based modes of administration.

Over time, try to develop a flowing routine. Never let the chalice go and use the THUMB AND FIRST FINGER rule.

The only words of administration are those in the books we use. If this is a Book of Common Prayer (8:30 a.m.) service we use the words in the BCP (page 84) or the first part of the sentence of administration. If this is a Book of Alternative Services service we use the words found in the BAS (page 213, 214). Children need to hear the same words as the adults too.

When administering be sure to bend over far enough so that people don't have to reach for the chalice. Don't follow the bread too close, people need time to swallow. Children should be communicated unless they or their parents say no. **Wipe** the chalice each time and **turn** it.

If you run out of wine go to the priest or liturgical assistant for more.

If any wine spills (either on another person, yourself or the floor) calmly and quietly wipe it up with the purificator. If you need a clean purificator get one from the altar.

If someone is still holding their bread they want to receive by “intinction” (dipping). You should still say the words of the administration as they dip their bread. Intinction is discouraged but some still persist. Please read the attached notes from the Anglican Diocese of Toronto.

Occasionally for reasons of conscience or illness communicants will not receive the chalice. Their wishes must be respected. Reception of the bread alone is considered sufficient in Anglican tradition.

Anything you accidentally learn or overhear at the Altar rail should stay between you and God..

When you have finished administering watch the priest to see if you need to go out into the congregation to administer to any who are unable to come up to the Altar rail.

When all have received take your chalice to credence table.

Return to your seat and join the rest of the congregation in giving thanks for God’s gracious gift of food for our spiritual journey.